CENTRAL TRANSACTION CODE-RELATED PROFILE CHANGES

TRANSACTION CODE

TC No.	Screen	Title	Data Elements	Comment
191	28B	Deposit: Refund of Current Yr. Expenditure	Comptroller Objects	Add 7205
962	28B	Reclass: Cash Transfer Expenditure Credit	Document Type	Add DM

USER CLASS

User Class No.	Screen	Title	Data Elements	Comment
92	D66	Agency Batch Release	Title	Change Title

64 DOCUMENT RECORD INQUIRY: ADJUSTING THE BALANCE OF A REQUISITION, PURCHASE ORDER, OR R*STARS DOCUMENT WHICH POSTED TO THE DOCUMENT FINANCIAL TABLE

This tip is being reissued as a reminder to users at year-end.

If you are trying to adjust the balance of a requisition, purchase order, or R*STARS document which posted to the document financial table using a split transaction (RTI), please make sure of the following:

If you use a transaction code that posts an adjustment (balance type 02) to the document financial table or an advice of change, do not attempt to reverse that adjustment for exactly the same dollar amount as the original adjustment. If you need to reverse the adjustment for the exact dollar amount, please do two adjustment transactions totaling the original adjustment dollar amount.

For example:

· The original Advice of Change decreased the requisition or purchase order by $50.00.

· The user now wants to increase the requisition or purchase order by $50.00.

· To avoid problems, it is necessary to do two (2) Advice of Changes to increase the total by $50.00.

· Do the first Advice of Change to increase the requisition or purchase order by $20.00.

· Do the second Advice of Change to increase the requisition or purchase order by $30.00.

If you are working in ADPICS and are not sure if your accounting line points to an RTI, contact your accounting staff.

If you have any questions or concerns, call the Help Desk at (517) 373-6222.

This page last updated 06/18/2001 10:42:02.